



For Mary Lynne Murray, organizing began at her childhood home. “My parents were productive, hard workers. But sometimes Mom’s purse needed my help. That’s the first thing I remember organizing—my mother’s purse.”

Drawing on her business degree and twenty years of business experience, Mary Lynne formed It’s About Time Organizing Consultants in 2000 to encourage and support people toward better productivity in their homes and places of business.

A member of NAPO (National Association of Professional Organizers) and the National Study Group on Chronic Disorganization (NSGCD), she has earned the CPO-CD® designation (Certified Professional Organizer-Chronic Disorganization). She is also a GO System Trainer and Paper Tiger Authorized Consultant. An eager reader and writer, Mary Lynne has written more than 50 published articles about organization and is a co-author of *Exploring Productivity: Ideas on Getting More Done in the Workplace*.

When Mary Lynne’s not working, you will find her joking with her family, walking her dog, sewing a quilt, or sticking her nose in a book. She still likes purses.

The FAT SystemTM

Clutter is Postponed Decisions[®]

FILE

information you want to keep

Contact Management

Reference Files

ACT

when the ball is in your court

In/Out/To File Box

Calendar

Action Files

TOSS

when you don't need it

Wastebasket/Recycle Bin/Shredder

The Art of Wastebasketry[®]

Does this require action?

Can I identify specific use?

Is it difficult to obtain again?

Is it recent enough to be useful?

Are there tax or legal implications?

What's the worst possible scenario?

Productive Environment Scorecard™ for Individuals

Read the statements on the left and right side of each row. Decide where you rate on the scale from 1 (You rate yourself low) to 10 (You rate yourself high). Circle the appropriate number.

1	I waste lots of time looking for papers I need.	1	2	3	4	5	6	7	8	9	10	I waste no time looking for papers I need.
2	I waste lots of time looking for information I know is on my computer.	1	2	3	4	5	6	7	8	9	10	I can find information in my computer in seconds.
3	I would be terrified if I were notified of an impending audit.	1	2	3	4	5	6	7	8	9	10	I would be totally calm if I were notified of an impending audit.
4	I do not have enough space in my office.	1	2	3	4	5	6	7	8	9	10	I have plenty of space in my office.
5	I do not have a good system for managing reading material.	1	2	3	4	5	6	7	8	9	10	I have a great system for managing reading material.
6	I do not have a systematic method for purging outdated papers.	1	2	3	4	5	6	7	8	9	10	I do have a systematic method for purging outdated papers.
7	It is very difficult for me to manage interruptions and prioritize my workload.	1	2	3	4	5	6	7	8	9	10	It is very easy for me to manage interruptions and prioritize my workload.
8	I do not use my time planner (calendar, Palm, etc.) effectively.	1	2	3	4	5	6	7	8	9	10	I do use my time planner (calendar, Palm, etc.) effectively.
9	I do not have a system for managing projects and work in progress.	1	2	3	4	5	6	7	8	9	10	I do have a system for managing projects and work in progress.
10	I am frequently overwhelmed by what I need or want to do.	1	2	3	4	5	6	7	8	9	10	I am never overwhelmed by what I need or want to do.
11	I waste time looking for phone numbers and other contact info.	1	2	3	4	5	6	7	8	9	10	I can find contact info I need in seconds.
12	I feel unproductive working in my office.	1	2	3	4	5	6	7	8	9	10	I feel highly productive working in my office.
13	I am not confident others can find what they need if I am not here.	1	2	3	4	5	6	7	8	9	10	I am confident others can find what they need if I am not here.
14	My office does not reflect the quality of my work.	1	2	3	4	5	6	7	8	9	10	My office totally reflects the quality of my work.
15	My daily life does not reflect the quality of life I want.	1	2	3	4	5	6	7	8	9	10	My daily life totally reflects the quality of life I want.
Total each column here; add the numbers in this row for total score.												MY SCORE: _____

The one thing that would make the biggest difference in the quality of my life regarding organizing is _____.

If your score is:	135-150	Congratulations – keep up the good work!
	77-134	You're on the right track, but there is room for improvement.
	47-76	Caution – there could be trouble ahead if changes are not made soon.
	15-46	Call It's About Time today at 925-933-9737!

For a FREE, no obligation analysis of your score, call Mary Lynne at 925-933-9737.

Name: _____ Phone: _____

Email: _____

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